



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

DIRECTOR OF ELECTIONS BOARD OF ELECTIONS

This Position is Full Time with Benefits

VACANCY NUMBER

21-091

HIRING RANGE

\$62,062 - \$74,471

OPENING DATE

September 10, 2021

CLOSING DATE

October 10, 2021

TO APPLY

Please submit your application online at

www.moorecountync.gov

QUESTIONS?

Please call the Moore County Human Resources Office at (910) 947-6362.

OR

You may also visit us at
302 Monroe Street
Carthage, NC 28327

ESSENTIAL JOB DUTIES

This position performs technical and intermediate administrative work directing the registration, voting, and election activities for the County. Work is performed under the general supervision of the Moore County Board of Elections. Supervision is exercised over office staff and precinct election officials.

KNOWLEDGE AND SKILL REQUIREMENTS

- Comprehensive knowledge of Federal, State, and local citizenship and voting registration laws and regulations
- Comprehensive knowledge of registration and voting procedures and of the maintenance and protection of voting registration lists and records
- Ability to plan, train, and supervise the work of others and the ability to develop training materials for precinct officials

EDUCATION EXPERIENCE REQUIREMENTS

- High school diploma or equivalent from an appropriately accredited institution plus six (6) years of experience in related work which provides the knowledge, skills, and abilities needed to perform the work **OR**
- Associate's degree from an appropriately accredited institution plus four (4) years of experience in related work which provides the knowledge, skills, and abilities needed to perform the work **OR**
- Bachelor's degree from an appropriately accredited institution plus two (2) years of experience in related work which provides the knowledge, skills, and abilities needed to perform the work

AND

- Three (3) years of supervisor experience

**Resume as well as Supplemental Questionnaire attachments (found below) are required with online application. Applications with missing attachments will not be considered.*

LICENSE, CERTIFICATION, AND SPECIAL REQUIREMENTS

- Must possess and maintain a valid North Carolina driver license
- Must be a Notary Public, United States citizen, and a registered voter

PHYSICAL REQUIREMENTS

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and feeling and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defect and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

BENEFITS

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k)
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.
- **Holiday, Annual and Sick Leave** for eligible employees

The County of Moore is a drug-free workplace and Equal Opportunity employer.

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a pre-employment background check, pre-employment drug test and post offer physical.

Moore County is an E-Verify Participant.



Supplemental Questionnaire

***Please attach resume and completed questionnaire responses as a general attachment in the Moore County Online Application. Applications with missing attachments will not be considered.**

1. Do you have more than 3 years of Election experience?

☐ Yes ☐ No

2. Please select the type of election background

- ☐ None
- ☐ Worked in an out of state elections office
- ☐ Worked as a precinct volunteer
- ☐ Worked in a NC County Elections Office
- ☐ Worked in the NC State Board of Elections Office

3. Are you currently certified as a NC Election Administrator?

☐ Yes ☐ No